



King County

King County Department of Community and Human Services

Community Services Division

Housing and Community Development Program

On behalf of the King County Community Development Block Grant Consortium

Community Development Block Grant (CDBG) Capital Funding 2012 Application Guidelines

1. DUE DATE

May 23, 2011, 12:00 p.m. Pacific Daylight Time

Applications will not be accepted after this deadline. **A Pre-Application must have been submitted to Housing and Community Development on or before April 11, 2011 in order to be considered eligible for this funding.*

2. SUBMIT: *(Specific instructions are provided on page 6 of this Application Guideline)*

Electronic Version *(Application in Word; Attachments in pdf format if possible)*

Via e-mail to Kathy.tremper@kingcounty.gov

Hard Copy *(with attachments)*

To: Eric Wilcox, Community Development Planner
King County Housing and Community Development Program
401 Fifth Avenue, Suite 510
Seattle, WA 98104-1598

3. FUNDING AVAILABLE FOR KING COUNTY CONSORTIUM

It is anticipated that Capital funds will be available for the King County CDBG Consortium in 2012. Funds will be divided between two CDBG Consortium sub-regions as follows:

North/East Sub-region cities: Beaux Arts, Bothell, Carnation, Clyde Hill, Duvall, Hunts Point, Issaquah, Kenmore, Kirkland, Lake Forest Park, Mercer Island, North Bend, Redmond, Sammamish, Skykomish, Snoqualmie, Woodinville and Yarrow Point. *(May change depending on ICA membership)*

South Sub-region cities: Algona, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Maple Valley, Pacific, SeaTac and Tukwila. *(May change depending on ICA membership)*

Request For Proposal (RFP) applications are available for non-profit organizations and public agencies to request funds for the following types of projects:

- community facilities: acquisition, construction or rehabilitation
- public improvements: acquisition, construction or rehabilitation
- other: parks, minor housing repair, economic development, micro-enterprise and other activities consistent with the objectives of the King County Consortium Housing and Community Development Plan for 2012-2014 and federal CDBG regulations at 24 CFR Part 570.

Please note that Housing Development RFPs and Human Service RFPs are not part of this process at this time. To request additional information contact King County Housing & Community Development Program (HCD), (206) 263-9097, or TTY:711 (Relay Service).

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APPLICATION FORM

This application form is structured to be used for all project activity types. PART I and PART II sections are required for all applications and must be completed, signed by an authorizing agent and submitted along with the responses to the questions in the specific PART that pertains to the category of project being proposed along with the appropriate supporting documentation/attachments.

General Applicant Information

PART I – Title Page and

Agency Information

- A. Agency Contact Information
- B. Agency Service Information
- C. Program Experience
- D. Background Information
- E. Project Partner Sponsor Information
- F. Cultural Competency

PART II –Federal Requirements

- A. Eligibility
- B. National Objective
- C. Project Benefit
- D. Environmental Review Details
- E. Relocation Details (If applicable)

The following are separate documents for each category or project application type. Each should be submitted with a completed PART I and PART II above, when you submit your application.

Alternate formats available upon request

Overview

Community Development Block Grant (CDBG) Funds

King County annually receives Community Development Block Grant (CDBG) Funds from the United States Department of Housing and Urban Development. The primary objective of the CDBG Program as set forth by Congress is “the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.” Federal regulations define persons who are low- and moderate-income as households earning under 80% of the area median income, as determined by HUD, adjusted by household size.

King County administers CDBG funds on behalf of the King County CDBG Consortium. The Consortium is established under Interlocal Cooperation Agreements between the County and 33 cities and towns. A Joint Recommendations Committee (JRC) comprised of officials representing local government members of the Consortium is appointed annually by the Suburban Cities Association to advise the County Executive on CDBG funding and policy decisions.

CDBG King County Consortium Funds

The Consortium Fund is CDBG funds available to meet needs in Consortium cities and unincorporated King County. The Consortium Fund serves residents of the following communities through the noted sub-regions:

North/East Sub-region is made up of the cities and towns of Beaux Arts, Bothell, Carnation, Clyde Hill, Duvall, Hunts Point, Issaquah, Kenmore, Kirkland, Lake Forest Park, Mercer Island, North Bend, Redmond, Sammamish, Skykomish, Snoqualmie, Woodinville and Yarrow Point..

South Sub-region is made up of the cities and towns of Algona, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Maple Valley, Pacific, SeaTac and Tukwila and unincorporated King County.

Joint Agreement City Funds

King County CDBG Consortium “passes through” a portion of the CDBG funds to larger member cities known as Joint Agreement Cities. Each of these Joint Agreement Cities, Federal Way, Renton and Shoreline, allocates their portion of the funds to meet locally identified needs through their own allocation process. Efforts will be made to coordinate multi-jurisdictional projects with the Joint Agreement Cities.

For additional information contact the Joint Agreement City CDBG Staff. *Current member city status may change in 2012 - Redmond and Kirkland may become Joint Agreement Cities as well .*

Joint Agreement City Contacts:

Federal Way Kolya McCleave, CDBG Coordinator 253-835-2653 kolya.mccleave@cityoffederalway.com

Renton Dianne Utecht, CDBG Coordinator 425-430-6655 dutecht@rentonwa.gov

Shoreline Bethany Wolbrecht-Dunn, CDBG Coordinator (206) 801-2331 bwolbrec@shorelinewa.us

TECHNICAL ASSISTANCE

One-on-one technical assistance is available upon request of interested agency. Please contact Kathy Tremper at 206-263-9097, or one of the appropriate Community Development Team Members to schedule assistance.

■ Community Development Technical Assistance Team

Kathy Tremper, Community Development Coordinator, 206-263-9097; kathy.tremper@kingcounty.gov
Eric Wilcox, Community Development Planner, 206-263-9092; eric.wilcox@kingcounty.gov
Randy Poplock, Environmental Specialist, 206-263-9099; randy.poplock@kingcounty.gov
Dave Mecklenburg, Community Facilities 206,263-9101, dave.mecklenburg@kingcounty.gov
Eric Jensen, Public Improvements, 206-263-9093; eric.jensen@kingcounty.gov
Wendy DeRobbio, Relocation Specialist, 206-263-9070; wendy.derobbio@kingcounty.gov

Nonprofit agencies and local governments may request applications to request funding for other types of projects as follows:

Application UPDATE	Contact
Housing Finance Program Funds acquisition, rehabilitation, and new construction of emergency shelters, transitional and permanent housing for low- and moderate-income persons, including special needs populations, as well as homeownership assistance programs throughout the King County Consortium.	John deChadenedes Housing Finance Program Coordinator (206) 263-9081
Homelessness Assistance Funds (availability to be determined) Funds human services that provide emergency shelter and other types of assistance to prevent and address homelessness throughout the King County Consortium.	Katy Miller Homeless Programs Coordinator (206) 263-9090
Funds acquisition, rehabilitation, and new construction of public improvements, community facilities and social services that establish and maintain a Suitable Living Environment and Expand Economic Opportunities for low- and moderate-income neighborhoods and communities.	Kathy Tremper Community Development Coordinator (206) 263-9097
Rehabilitation or repair of existing housing: funds are usually available year-round.	Rental Rehabilitation: John deChadenedes (206) 263-9081 Owner-Occupied Repair: Shirley Jewett (206) 263-9095

FUNDING TIMELINE

March 10, 2011	Pre-Applications Available on Web and upon request (<i>web link:</i> http://www.kingcounty.gov/socialservices/Housing.aspx)
March 2011	NOFA Capital Workshops and one on one consultation by HCD Staff <i>Announced as scheduled – See Web Link</i>
April 11, 2011	Pre-Applications Due (Required to be eligible to submit an application)
April 11, 2011	Applications available on web
March/April/May	Technical Assistance Workshops for Capital applications and one on one consultation - <i>Announced as scheduled</i>
May 23, 2011	Applications due to King County HCD, 12:00 p.m.
May 23 - May 26	Technical Screening
June - July 2011	Review Process (Applicants may be contacted during this time for additional information). Conduct Project Site Tours. Evaluation Team completes application evaluation process.
August 12, 2011	Public Forum – Applicant presentations to Recommendations Work Group at Mercer View Community Facility
August 15 - Sept. 9	Sub-Regions Advisory Group(s) meet Re award recommendations;
Sept. 9 - Sept. 16	Recommendation Packet drafted for presentation to JRC
September 22, 2011	JRC adopts/modify recommendations
November 2011	Applicants are notified of awards
January 1, 2012	New program year begins

Awards are conditional until King County receives its Grant Agreement from HUD and until any concerns raised during the application review have been resolved to King County's satisfaction.

APPLICATION REVIEW AND EVALUATION

Applications that are determined to be consistent with the CDBG application guidelines will undergo a technical and programmatic review. The initial technical and eligibility review is conducted by Housing and Community Development staff. Once technical review is complete, all applications determined viable proposals and eligible for funding will be recommended (in ranking order) to the King County Sub-region Advisory Groups for their review and recommendation to the Joint Recommendations Committee (JRC) for action on funding awards.

A Public Forum will be held before the Sub-Region Advisory Groups. Applicants will be invited to present their proposals and answer questions of the Sub-region Advisory Group representatives.

Application Submission - Two Steps:

Step1)

Submit one (1) complete set (printed on only one side of the paper) of the application materials in hard copy paper format in a three ring binder tabbed with section dividers marked according to instructions given in the Application Packet.

Submit complete application(s) (hard copy) by May 23, 2011, 12:00 p.m. to:

Eric Wilcox, Community Development Planner
King County Housing and Community Development Program
Chinook Building, Fifth Floor
401 Fifth Avenue, Suite 510
Seattle, WA 98104

*Obtain a date stamped receipt of delivery from Department of Community Human Services Receptionist

Step 2)

Submit an electronic version of application in Word format (with pdf of all attachments (if possible)) by May 23, 2011, 12:00 p.m. to: Kathy Tremper, Community Development Coordinator at Kathy.tremper@kingcounty.gov. Print and retain acknowledgement of electronic receipt for your file.

Requirements:

- ☐ Submittals are due both electronically and in hard copy formats to HCD by 12:00 PM Pacific Daylight Time on **May 23, 2011**
- ☐ A transmittal letter (*on agency letterhead*) shall be placed as the first page of the Application in a three-ring binder. The letter shall provide contact information (Name, Title, Telephone Number, and E-mail address) of the person who is able to address questions concerning the application.
- ☐ A completed (i.e. boxes checked or initialed) and signed 'Application Checklist' is placed immediately behind the transmittal cover letter and in front of the first page of the Application.
- ☐ Applications submitted by cities or towns must be signed, not stamped, by your Mayor or City Manager and authorized by your City Council. Applications submitted by nonprofit organizations or special districts must be signed by an authorized representative and authorized by your board. A copy of City Council or board minutes authorizing submittal of your application must be submitted with the application. If more than one application is submitted, the City Council or board minutes authorizing the applications must indicate which is of the highest priority.
- ☐ Applications that do not follow the specified format and/or meet the submission requirements listed on Page 6 will be returned. You are advised to submit your application(s) early to allow you to meet the May 23, 2011 noon deadline if re-submittal is required.

APPEALS

GROUND(S) FOR AN APPEAL

You may only submit an appeal on the following grounds:

1. Failure by the Department of Community and Human Services (DCHS) to follow the procedures set forth in this Request for Proposal and/or
2. Bias, discrimination, or conflict of interest on the part of a rater.

WHAT THE APPEAL MUST CONTAIN

You must state all the facts and arguments on which you rely for your appeal and the ground(s) for your appeal. You must include the following in your appeal:

1. The ground(s) for your appeal;
2. A detailed and complete statement of the specific action by DCHS that you are appealing;
3. A description of what relief or corrective action you are requesting;
4. Appeals must be received by October 14, 2011.

You may attach to your appeal any documentation that you offer to support your appeal.

SUBMIT APPEALS to Cheryl Markham, Housing and Community Development Program Manager,
401 Fifth Avenue, Suite 510, Seattle, WA 98104

HOW DCHS WILL REVIEW YOUR APPEAL

Your appeal will be forwarded to the Director of the Department of Community and Human Services, along with copies of this application, your proposal, the evaluators' scoring sheets, and any other documents showing how your proposal was evaluated and scored. The Director will conduct an objective review of your appeal based on the contents of your written appeal and the above materials.

The Director will send you a written decision within 5 business days after DCHS receives your appeal, unless more time is required to review the appeal and make a determination. The DCHS Director will notify you if additional time is necessary.

HOW DCHS WILL DECIDE YOUR APPEAL

The DCHS Director will make a final determination of your appeal and will either:

Find that your appeal lacks merit and uphold DCHS's actions; or

1. Find that any errors in the RFP process or in DCHS's conduct did not influence the outcome of the process and uphold DCHS's actions; or
2. Find merit in the protest and provide options for corrective action by DCHS.

Remember: Appeals will only be considered if made on the grounds described in this section.

KING COUNTY CONTRACT REQUIREMENTS

Agencies that are awarded King County CDBG program funds will contract with King County Department of Community and Human Services. Contracts will commence upon completion of the Environmental Review Record, but not before January 1, 2012. Costs incurred prior to the contract start date will not be reimbursed. Contracts will include conditions relating to Federal regulations and County Ordinances which should be considered when planning your project. The following items are only a few of the requirements. Please contact HCD staff if you have any questions or would like to obtain a complete list of the contracting requirements.

AUDIT

Agencies receiving CDBG funding are required to submit an independent audit on an annual basis. Agencies that spend \$500,000 or more in federal funds in a given year must meet federal financial auditing requirements, as documented in Circular A-133 from the federal Office of Management and Budget. Circular A-133 can be found at www.whitehouse.gov/omb.

INSURANCE REQUIREMENTS

Agencies will be required to provide evidence of general liability coverage and name King County as an insured under their policy. Agencies that provide services licensed by professionals must also provide evidence of professional errors and omissions coverage. Agencies that transport clients in vehicles must also provide evidence of automobile coverage. The following minimum amounts of coverage are required with an insurer rated A:VIII or better by Best's:

General Liability: \$1 million combined single limit per occurrence by bodily injury, personal injury, and property damage, and for policies with aggregate limits, a \$2 million aggregate limit.

Professional Liability, Errors, and Omission: \$1 million (May be placed with insurer rated B+:VII).

Auto Liability: \$1 million combined single limit per accident for bodily injury and property damage.

REPORTING AND MONITORING REQUIREMENTS

Agencies will be required to submit program invoices, client data reports, and performance reports. Reports include unduplicated counts of clients served with demographic data, and progress toward meeting outcomes.

Agencies will be expected to provide additional information, as needed, for project monitoring and management. HCD will visit sites and maintain active contact with all agencies to provide technical support and assistance as needed.

DOMESTIC PARTNER BENEFITS (NON-DISCRIMINATION IN BENEFITS)

King County law prohibits agencies from discrimination in the provision of employee benefits between employees with spouses and employees with domestic partners. Agencies must certify that they are compliant with this law. The law applies only to contracts with King County of \$25,000 or more.

❖ PROJECT/PROGRAM REQUIREMENTS

All agencies using Community Development Block Grant (CDBG) funds for a capital facility project must comply with CDBG program regulations (24 CFR Part 570) and, where applicable, King County CDBG Consortium policies.

- **National Objectives:** Projects must meet one of two national objectives established for the Community Development Block Grant Program, Area Benefit or Limited Clientele. Please refer to the application for detailed information.
- **Eligible Activities:** It is advised that you contact the CDBG staff if you need assistance in determining specific eligible costs and activities. In summary, eligible activities include, but are not limited to:
 - ◆ Public infrastructure pre-development, construction, or improvements;
 - ◆ Acquisition, rehabilitation, improvement, or pre-development of public and private (including residential and non-residential) real property that serves low- and moderate-income residents;
 - ◆ Rehabilitation of existing community facilities in order to remove barriers to persons with disabilities (such barriers must be identified on an ADA/504 Corrective Action Plan);
 - ◆ Rehabilitation of existing emergency shelters, transitional housing units and permanent low-income housing units for residents with special service needs; and Minor Home Repair.
 - ◆ Micro-enterprise programs – financial assistance and/or services to businesses employing five or fewer employees where the business owner is low- and moderate-income or jobs created from CDBG assistance are made available to low- and moderate-income individuals;
 - ◆ Special economic development activities that create or retain jobs that are available to low- and moderate-income residents; and
 - ◆ Relocation assistance for households or businesses displaced temporarily or permanently by a CDBG-assisted project (and in limited cases non-CDBG-assisted projects). Relocation assistance must be included in any application that may result in displacement of residents or businesses.

SPECIAL NOTE for Community Facility Projects: CDBG funds may be used to acquire and improve facilities containing both eligible uses (i.e. programs serving predominantly low- and moderate-income persons) as well as ineligible uses provided that the portion of the facility containing eligible uses is a designated and discrete area in the larger facility. CDBG funds can only be used to pay for costs attributed to the portion of the facility containing eligible uses.

Ineligible Activities: Funds may not be used to pay off existing debt, or to acquire equipment or fixtures that are not permanently affixed to a structure. CDBG funds may not be used for improvements to sanctuaries, chapels or other rooms used as the principal place of worship. Organizations that acquire or improve facilities with CDBG funds may not subsequently lease space to churches or other organizations using the space for religious purposes. CDBG funds for capital projects may not be used to pay for agency overhead, administrative costs or fundraising, nor to create or improve space used solely for administrative purposes. CDBG funds may not be used to pay for portions of new construction associated with accessibility. Funds may not be used for maintenance and repair of publicly-owned streets, parks, playgrounds, water and sewer facilities, and neighborhood facilities.

- **Eligible Applicants:** CDBG projects must be implemented by a nonprofit organization or public agency. Nonprofit organizations leasing a facility may request CDBG funds to improve the facility provided the property owner agrees to a restricted use of the property for a specified length of time. For such projects, the property owner must sign the application.
- **Applicant Authorization:** Applications submitted by nonprofit organizations or special districts must be signed by an authorized representative and authorized by the board of directors. A copy of board minutes authorizing submittal of your application may be submitted after the application due date but are required prior to the official award of funds by the Joint Recommendations Committee (JRC).
- **Minimum Request and Award Amounts:** Projects under \$50,000 are discouraged.
- **Project Implementation:** A successful project application will be one that the project is ready to proceed, and has the capacity to be completed in a timely manner (i.e. by December 31 of the program year, but no later than May of the following year).

FEDERAL REGULATIONS (this is not a complete list):

- **Accessibility:** Agencies awarded CDBG funds are required to conduct a self-evaluation to determine the agency's ability to provide reasonable accommodation in programs and services to persons with disabilities. As a prior condition to the agency receiving an authorization to proceed, the agency must complete a Certification of Compliance, a Disability Self-Evaluation Questionnaire, and if necessary, a Corrective Action Plan. These documents are required as exhibits in the Contract for funds.
- **Appraisals:** An appraisal will be required prior to acquisition or execution of a lease when CDBG funds are used to acquire real property and when CDBG funds are used to improve real property leased from a private landlord.
- **Audit:** Agencies receiving CDBG funding are required to submit an independent audit on an annual basis. Agencies that spend \$500,000 or more in federal funds in a given year must meet federal financial auditing requirements, as documented in Circular A-133 from the federal Office of Management and Budget. Circular A-133 can be found at www.whitehouse.gov/omb.
- **Bonding:** Construction contracts exceeding \$100,000 will require a: Bid guarantee equivalent to 5% of bid price; 100% performance bond; and, 100% payment bond. Bonds must be obtained from companies holding Certificates of Authority as acceptable sureties pursuant to 31 CFR 223.
- **Change of Use Restriction, Promissory Note and Deed of Trust:** CDBG awards over \$25,000 are structured as a zero interest forgivable loan. The term of the loan is based on the amount of CDBG funds awarded. The minimum term is 5 years from project completion and the maximum is 15 years for non-housing capital projects. The loan shall be forgiven in its entirety at the end of the term provided the facility is used appropriately throughout the term.

For all community facility projects using CDBG funds, a promissory note, deed of trust, and covenant are required along with the contract and it will specify the term from the completion of the project activity during which there will be a restriction on a change of use.

- **Competitive Procurement:** Agencies that use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm through a competitive process. Agencies shall take all necessary affirmative steps to assure that minority and women's business enterprises are used when possible.
- **Davis-Bacon Federal Labor Standards Provisions:** Capital projects that utilize CDBG funds for construction shall be subject to Federal labor standards provisions including Davis-Bacon wage rates. These regulations require that construction contractors paid with CDBG funds pay a required wage that is typically higher than those paid for projects that are not federally assisted. To see examples of these wage rates, refer to www.gpo.gov/davisbacon/. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds. Please consider this when preparing labor construction cost estimates and consult with King County HCD Project Manager Dave Mecklenburg at (206) 263-9101 for information. Some public agencies that use force account labor for construction work are not subject to Davis-Bacon requirements. Construction work performed by volunteers on CDBG assisted projects must be approved by U.S. Department of Housing and Urban Development (HUD) in advance.
- **Environmental Review:** On the date the CDBG application is submitted, the entire project is subject to the federal environmental review requirements of the National Environmental Policy Act (NEPA). These requirements are in addition to any local requirements that may be imposed under the State Environmental Policy Act (SEPA). Please consider this when preparing cost estimates and consult with King County HCD Project Manager Randy Poplock at (206) 263-9099 if you need additional information. Costs associated with NEPA review are the responsibility of the applicant, even if the NEPA review results in a determination that the project is not eligible for CDBG funding. Environmental review costs are eligible CDBG expenditures.

IMPORTANT: From the date the application is submitted for consideration until the date the NEPA review process is complete, no activity may take place on the project that could have an adverse environmental impact, or limit the choice of alternatives available on the site. This may include, but is not limited to, property acquisition, clearing, grading or other site preparation activities, construction activities or

rehabilitation of existing structures. Taking any such action after the date a CDBG application is submitted will make the project ineligible for funding.

Applicants should note that projects with certain characteristics such as, but not limited to, the following may require a consultant study as part of the environmental review procedures and should budget for them accordingly and allow additional time in the project milestones for completion:

1. Are within a Federal Emergency Management Agency (FEMA) 100-year floodplain;
2. Are (or are eligible for) local, state, or federal historic or landmark registers;
3. Are located within 3,000 feet of a toxic site or solid waste landfill;
4. Have exposure to significant airport or highway noise;
5. Affect species that are listed or proposed for listing under the Endangered Species Act (ESA);
6. Involve digging in, or otherwise impacting, soil that has not been previously disturbed.

You are encouraged to consult CDBG staff prior to submitting an application to determine whether your project will require a consultant study. A portion of the funds awarded will be used to procure any required studies. Consideration for this expense should be given in the preparation of the project budget and project completion timeline.

Environmental review of projects must be completed by King County HCD Staff prior to a CDBG contract being executed and prior to any work being undertaken at the site.

- **Federal Relocation Assistance Requirements:** CDBG funded projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended ("URA") and/or Section 104(d) of the Housing and Community Development Act of 1974, as amended ("Barney Frank Amendment"). Any agency considering a project involving a facility occupied by residential and/or business tenants must consult with the King County's Relocation Specialist. For currently occupied structures, provide proof of correspondence to determine applicable relocation assistance requirements with the King County Relocation Specialist Wendy DeRobbio (206) 263-9070.
- **Insurance Requirements:** Agencies will be required to provide evidence of general liability and property insurance to the jurisdiction awarding funds, and King County when applicable, as an additional insured and as a loss payee under their policy. Minimum coverage amounts and additional insurance requirements apply.
- **Lead-Based Paint:** Projects must comply with regulations regarding lead-based paint poisoning prevention. These requirements prohibit the use of lead-based paint and require elimination of immediate lead-based paint hazards in residential structures and notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978.
- **Local requirements:** A CDBG award in no way affects or influences local land use or building permit requirements or processes.
- **Section 3:** Projects that are awarded \$200,000 or more in CDBG and/or other funds from HUD will be required to comply with Section 3 regulations at 24 CFR Part 135. These regulations require that a minimum of 30% of new positions generated as a result of the project be filled by low- and moderate-income persons.
- **Use of CDBG-Assisted Facilities:** During the term of the change of use restriction, a CDBG-assisted facility may be rented to another organization which serves low- and moderate-income persons provided the rent charged is below market rate for such space and is based solely on actual operating costs (for example, the cost of utilities, consumable goods, janitorial services). During the term of the change of use restriction, a CDBG-assisted facility may be used at times for ineligible activities, such as rentals for private parties or for activities having charges or fees, provided these guidelines are followed:
 1. Such uses may not be scheduled so as to displace or conflict with eligible uses;
 2. Such uses must be given a lower priority than eligible uses when scheduling use of the facility;
 3. Such uses may not comprise more than 30 percent of the facility's regular operating hours during any single quarter of the calendar year; and,
 4. Fair market rents must be charged for use of the space.

Application Checklist

Please use the following checklist to verify all format and submittal requirements are complete and are acceptable.

- ☐ A Pre-Application must have been submitted to Housing and Community Development by April 11, 2011 to be eligible to apply for these funds. See:
<http://www.kingcounty.gov/Socialservices/Housing/ContractorsAndPartners/ContractorTools/FundApplications/CommunityDevelopment.aspx>
- ☐ Submitting both electronically and in hard copy formats to HCD by 12:00 PM Pacific Daylight Time on **May 23, 2011**
- ☐ Application meets specified format and meets the submission requirements.
 - Application pages are consecutively numbered. (*Handwritten is acceptable*).
 - Minimum of 11 point font has been used. (*10 point font acceptable for tables*).
 - Margins are a minimum of one inch.
 - Application is not stapled, but clipped or submitted in a three ring binder.
- ☐ Submit one (1) complete set of the application materials along with required attachments in paper format marked "Master Copy" to
Eric Wilcox, Community Development Planner
King County Housing and Community Development Program
Chinook Building, Fifth Floor
401 Fifth Avenue, Suite 510, Seattle, WA 98104.
- ☐ Submit an electronic version of application in Word format (with PDF attachments) to: Kathy Tremper, Community Development Coordinator at Kathy.tremper@kingcounty.gov

Required Attachments with label-tabbed dividers (*required along with hard copy submittal*):

- ☐ 1. Pictures of site
- ☐ 2. A copy of most recent Audit
- ☐ 3. Organization Chart
- ☐ 4. Parcel Viewer Information from King County Website (if applicable)
- ☐ 5. Capital Improvement Plan (CIP) Section that references noted project (*PART IV projects only*)
- ☐ 6. Current Bylaws; Articles of Incorporation (*Nonprofits Only*)
- ☐ 7. Copy of Non-Profit IRS Letter of Designation (*Nonprofits Only*)

Continue to Application Forms. **Complete PART I and II for all applications** and attach it to the appropriate PART from the options below depending on the category of your project.

SELECT THE APPROPRIATE PART

Answer associated questions pertinent to the type of project you are seeking funds to complete.
Limit your response to no more than one page in length to each question.
Do not leave any question unanswered. Indicate 'Not Applicable' rather than leave a question blank.

PART I - Title Page w/Signature Block

PART II - Federal Requirements, Agency Information

PART III - Community Facility Category

PART IV – Public Improvements Category

PART V – Park Projects Category

PART VI – Economic Development / Microenterprise Category

Part VII – Minor Home Repair Category